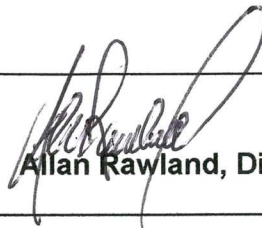


**County of San Bernardino
Department of Behavioral Health**

Vehicle Usage Procedure

Effective Date 1/25/95
Approval Date 2/7/07


Allan Rawland, Director

Purpose To establish procedures for use of county vehicles through Property Management or Programs with assigned vehicles.

Procedures A schedule for vehicle usage will be maintained at the assigned location with a designated contact person. Staff follow the steps below for vehicle usage:

Roles	Responsibilities
Driver	<ul style="list-style-type: none">• Reserve usage of vehicle with designated contact person and complete the County Vehicle Log after use<ul style="list-style-type: none">➤ Contact Property Management for the availability and use of vehicles parked at the Gilbert Street Complex➤ Coordinate with the program to which the vehicle is assigned for vehicles parked in outlying areas
Clinic Supervisors/Programs	<ul style="list-style-type: none">• Clinic Supervisors will turn logs in to Administrative Services by the fifth (5th) working day of every month for previous month• Programs will fax the month ending mileage of each vehicle to Property Management by the tenth (10th) of the next month• Maintain a log listing:<ul style="list-style-type: none">➤ Vehicles sources (motor pool, assigned, borrowed)➤ Mileage used➤ Purpose